

U.S. House of Representatives 2021 Compensation and Diversity Study Study Methodology

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Survey and Data Analysis

This report summarizes the results of the 2021 Compensation and Diversity Study survey that was administered from July 6, 2021 to July 27, 2021 in the U.S. House of Representatives (House). In accordance with the Fiscal Year 2019 (FY19) Legislative Branch report and the House Rules for the 117th Congress, the U.S. House of Representatives conducted a study of staff compensation, benefits, and demographics. The study also included an analysis of House compensation practices compared with federal agencies and private sector organizations. To complete this mandate, the House Office of Diversity and Inclusion (ODI) partnered with ICF, a global consulting company that specializes in compensation and diversity analyses, to administer a survey to all staff in Members' Personal Offices, Committee Offices, Leadership Offices, and House Officer Offices (see Appendix A).

All 11,233 House of Representatives staffers (as of June 30th, 2021) were contacted via email to request their participation in the survey. ICF received automatic responses from a total of 243 staffers stating they are no longer employed in the House, and five (5) new hires emailed the survey administrators asking for a link to participate in the study. Thus, the final population size was 10,995 House staff. A total of 5,777 House staff participated in the survey, for a response rate of 52.5%. The survey was administered via Voxco survey software. Study participation invitations and reminders were sent via email and eDear Colleague messages from the Chief Administrative Office (CAO), ODI, and the Committee on House Administration (CHA). Employees who are not eligible for benefits were excluded from survey items related to benefits, and employees with job tenure less than one year were excluded from survey items related to pay increases and promotions. Participants were informed that the survey was voluntary and that all data collected as part of the study would remain strictly confidential. Data were not used to identify or evaluate individuals or specific offices and were not reported by party or office. All data in the survey were aggregated for reporting.

Once survey administration was complete, ICF performed multiple steps to ensure the raw survey data exported accurately from the survey platform and were ready for analysis. To ensure proper identification of survey items, all variables were renamed for better identification within the datasets. Following data verification and recoding, ICF examined the data for missing values and incomplete data. Individuals who had missing data for all survey items were removed from the dataset and not included in response rate calculations.

Once data were cleaned and verified, frequencies and descriptive statistics were conducted. Frequencies are a tabulation of the number of individuals that fall into certain categories. This is often designated by n (i.e., count) and a percentage. Descriptive statistics provide the mean, median, and percentiles. These analyses are provided for the House overall (i.e., all survey participants), by office type (i.e., Member Office staff, Committee/Leadership Office staff, and House Officers), and by job type within each office



type. For each of these populations, descriptive analyses were conducted on the following topic areas (see Appendix B):

Compensation and Benefits

- Monetary Compensation for Interns
- Pay Increases
- Paid Leave
- Awareness of Federal Employee Paid Parental Leave Act (FEPLA)
- Student Loan Repayment
- Parking Benefits
- Flexible Work Arrangements

Job Characteristics and Perceptions

- Tenure
- Duty Station¹
- Time Since Last Promotion
- Full-Time Status
- Job Perceptions (e.g., Satisfaction with Benefits)
- Method of Recruitment to House (e.g., Personal Connection)

Demographics

- Education
- Gender
- Transgender Status
- Sexual Orientation
- Race
- Ethnicity
- Faith
- Childhood Caregivers' Education
- Disability Status
- Caregiver Status
- Military Experience
- Prior Work Experience
- Age

Analyses by job type were conducted based on the job title provided by the House of Representatives (unless staffers responded to the survey invitation indicating they have an alternate job title; n = 15). Any test that had a total number of participants of less than five (n < 5) was not performed due to a lack of statistical power and to preserve staffer confidentiality.

In this study, inferential statistics were conducted to answer pertinent research questions. First, simple linear regressions, *t*-tests, and ANOVAs were performed to examine whether staffers' demographic characteristics (i.e., gender, race, ethnicity, age, faith, sexual orientation, disability status, military experience, caregiver status, childhood socioeconomic status, duty station) statistically and practically impact (a) their salary, (b) whether they received a raise in the last 12 months, (c) their raise amount, (d) whether they received a bonus in the last 12 months, (e) their bonus amount, (f) time since last promotion, and (g) length of time between promotions (without controlling for any other variables [e.g., education]). Next, hierarchical linear regressions were conducted to examine whether demographic characteristics explained a significant amount of variance in these variables, controlling for education, tenure, and job type. Hierarchical linear regressions were also

¹ Only Member Office staff were surveyed on Duty Station as House Officers and Committee/Leadership Office staff were assumed to be stationed in Washington, D.C.

² For proper analysis, all categorical variables (e.g., race, sexual orientation) were dummy or simple effect coded before performing regressions.



conducted to examine whether tenure explains a significant amount of variance in these variables, controlling for education and job type.

Chi-square analyses were used to examine whether various demographic categories are proportionally represented in both the high- and low-salary House job types. For example, if 40% of House staffers are women, it would be expected that ~40% of staffers in high-salary job types are women, and ~40% of staffers in low-salary job types are women. Further, a simple linear regression was used to test whether staffers' first connection to their office (e.g., internship, personal connection) predicts their current salary.

Next, simple linear regressions were used to assess whether each demographic characteristic explains a significant amount of variance in staffers' job perceptions: (a) job satisfaction, (b) salary satisfaction, (c) benefit satisfaction, (d) perceptions of inclusive climate, (e) perceptions of how leaders value diversity, and (f) turnover intentions. Simple linear regressions were also conducted to examine if (a) staffers' salary, (b) the number of hours staffers work per week, (b) whether staffers received a cost of living adjustment (COLA) in the last 12 months, (c) whether staffers received a raise in the last 12 months, (d) staffers' raise amount, (e) whether staffers received a bonus in the last 12 months, (f) staffers' bonus amount, (g) whether staffers receive various forms of paid time off (PTO; i.e., vacation, sick, Family and Medical Leave Act (FMLA), administrative, bereavement), and (h) the total number of PTO days staffers receive explain a significant amount of variance in staffers' job perceptions. Next, simple linear regressions were used to examine if whether an office offers (a) student loan repayment, (b) parking benefits, (c) transit benefits, and (d) various forms of flexible work (pre-COVID; i.e., flextime, compressed work week, telework, part-time work) explains a significant amount of variance in staffers' (a) job satisfaction, (b) salary satisfaction, (c) benefit satisfaction, and (d) turnover intentions. Simple linear regressions were also used to assess whether staffers' childhood caregivers' education explains a significant amount of variance in staffers' current job rank, and whether staffers' caregiver status (i.e., whether they have caregiving responsibilities to their children or other dependents) predicts the number of hours they work per week. Simple linear regressions were also performed to assess whether one's tenure (both at the House and on the Hill) predict their salary amount and total PTO, as well as whether they receive (a) parking benefits, (b) transit benefits, (c) student loan repayment, and (d) various forms of flexible work (pre-COVID; i.e., flextime, compressed work week, telework, part-time work).

Next, a simple linear regression was used to assess whether staffers' job satisfaction predicts their turnover intentions, and whether staffers' salary satisfaction and benefit satisfaction predict their job satisfaction and turnover intentions. Simple linear regressions were also used to assess whether staffers' perceptions of an inclusive climate and perceptions of how leaders value diversity predict their job satisfaction and turnover intentions. Additionally, simple linear regressions were used to assess whether a staffer's job rank predicts whether they receive various forms of flexible work (pre-COVID; i.e., flextime, compressed work week, telework, part-time work). A *t*-test was used to assess



whether eligibility for various forms of flexible work (i.e., flextime, compressed work week, telework, part-time work) differ pre-COVID and during COVID. Finally, ANOVAs were used to assess whether Chiefs of Staffs' race(s) impact the personal characteristics they look for when reviewing job applications and current staff for promotions or pay increases.

When a result is statistically significant, it implies that the differences found within a statistical test are not due to chance alone, but instead may be indicative of other underlying reasons. Because this study's sample size is so large, very small differences (including inconsequential differences) can be statistically significant due to the power of such a large sample size. Thus, all statistically significant findings were also reviewed for practical significance (i.e., the strength or magnitude of the effects found). Based on research literature, only tests with inferential findings with small-medium-large effect sizes are included in this report. In the table below, the effect size chosen for each test is provided, along with the minimum effect size each test needed in order to be included in this report.

Test	Effect Size	Minimum Effect Size
t-test	Cohen's d	.2
ANOVA	n ²	.01
Simple linear regression	Cohen's f ² or R ²	.02
Hierarchal linear regression	Cohen's f ² or R ²	.02
Chi-square	Cohen's ω or R^2	.1

Benchmarking

Benchmarking to external labor forces was conducted to provide context around how the House's workforce compares to others with regard to diversity and compensation. It should be noted that the House is uniquely structured and unlike most organizations—some jobs are particular to Congress. As such, job titles selected for salary benchmarking are not an exact equivalence to House jobs; this understanding should be considered when interpreting results.

Through an examination of possible sources for benchmarking data, the ICF team determined that the Bureau of Labor Statistics (BLS) was the most suitable source. The BLS is responsible for measuring labor market activity, working conditions, and changes in the economy, and its mission is to collect, analyze, and disperse economic information to support public and private decision making.³ The responsibilities and mission of the BLS position is to provide benchmarking data for the private sector and the Federal Government, as well as by location and occupation. The identification of the BLS as the primary benchmarking source for both Federal Government and national benchmarks allows for greater consistency and reduces the amount of error (e.g., error resulting from comparing slightly different job codes using separate data sources). For the purposes of

³ About the U.S. Bureau of Labor Statistics: U.S. Bureau of Labor Statistics: (2016, September 26). Bls.gov. https://www.bls.gov/bls/infohome.htm



this report, ICF used benchmark data for the Federal Government as well as the private sector. The Federal Government data include all three branches of government. The private sector data exclude workers in private households, the self-employed, workers who set their own pay, and family members who are paid token wages. The following BLS data sources were used for benchmark comparisons in the current study:

Salary Benchmarks

- Federal and Private Sector Benchmarks. The Occupational Employment Wage Statistics (OEWS) survey, produced by the BLS, covers all full-time and part-time wage and salary workers in non-farm industries. The OES survey is intended to produce estimates of employment and wages for specific occupations at various levels, including nationwide, by state, by metropolitan or non-metropolitan area, and by industry or ownership. These estimates are produced by using an extensive survey panel across the country. In each survey panel, about 180,000 to 185,000 establishments are surveyed, with the full sample being 1.1 million establishments. Using these data allowed the ICF team to examine occupational salary information by industry for both the private sector and Federal Government (i.e., similar job type salary comparisons).
- Imputation of Private Sector 75th Percentile Benchmarks. In six cases, private sector benchmark comparator data from the BLS database did not contain 75th percentile data. In these settings, the data only contained data points for the 25th percentile and median (50th percentile), but not the 75th percentile. When these cases were encountered, the ICF team estimated the 75th percentile for more accurate display of the dashboard data (without which the dashboards would assume \$0 for the missing data). To estimate the 75th percentile, ICF calculated the salary difference between the median and 25th percentile and then added that difference to the median amount. The jobs where the 75th percentile private sector benchmarks were estimated include the following:
 - o M: Counsel/Senior Counsel
 - o CL: Counsel
 - o CL: Legislative Operations
 - o CL: Senior Counsel
 - o O: Counsel / Senior Counsel
 - o O: Legislative Operations
- Aggregated Benchmarks. Federal government and private sector salary benchmarks for House overall, Member office overall, Committee/Leadership office overall, and House Officer overall were calculated based on an average of benchmark salaries, weighted by the proportion of House staff in each similar job. Benchmark figures are provided for each similar job based on the appropriate Standard Occupational Classification (SOC) code(s). When calculating the overall

⁴ Occupational Employment and Wage Statistics Overview. (n.d.). Www.bls.gov. https://www.bls.gov/oes/oes_emp.htm#scope



benchmark figures, the benchmark salaries were averaged together and weighted by the number of House staff in each representative job, such that only those jobs that align to House jobs were used to compare at the House Office type and House overall levels.

Multiple Benchmark Comparators. To establish accurate benchmarks to compare
House data against, the ICF team used a variety of House position details to identify
appropriate jobs in the US workforce that are captured in the BLS by SOC codes.
When it was determined that two positions equally captured details of a House job,
both positions were selected to compare against. When this was the case the
average salary of both positions was calculated and used as the benchmark.

Demographic Benchmarks

- BLS and Civilian Labor Force (CLF) Benchmarks. The Current Population Survey (CPS), produced by the BLS and the U.S. Census Bureau, is a survey of U.S. households that provides data for the civilian noninstitutional population that are either employed in the private, state, or local sector, or are unemployed. The CPS is administered monthly by the U.S. Census Bureau using a probability selected sample of ~60,000 households. The survey is distributed to households in all U.S. states and the District of Columbia. Using a 4–8–4 sampling scheme, households are included in the survey for four (4) months, excluded for eight (8) months, and then included for a final four (4) months.⁵ Data provided by the CPS allow ICF to make demographic comparisons between the House and the general population workforce (i.e., civilian labor force).
- Federal Workforce (FEDWF) Benchmark. The Enterprise Human Resources Integration–Statistical Data Mart (EHRI–SDM) is produced by the Office of Personnel Management (OPM) and provides data from the OPM and covers over 2 million Federal civilian employees. Specifically, the EHRI–SDM provides information on Federal civilian employees' occupations, agencies, salaries, promotions, awards, and other transactions. This data source allows ICF to make comparisons between the House and overall federal workforce.

Benefits Benchmarks

National Compensation Survey (NCS). This survey is conducted by the BLS and
examines and provides estimates on the incidence of benefits by the percentage of
workers with access to and participating in employer-sponsored benefits plans. The
NCS collects information on a wide range of benefits that include access to health
insurance, life insurance, retirement plans, holidays, vacation time, sick leave, and
bereavement leave. This survey, conducted by field economists through

⁵ US Census Bureau. (2018, March 5). *Methodology*. The United States Census Bureau. https://www.census.gov/programs-surveys/cps/technical-documentation/methodology.html

⁶ Federal Employment Reports. (n.d.). U.S. Office of Personnel Management. https://www.opm.gov/policy-data-oversight/data-analysis-documentation/federal-employment-reports/



establishment interviews, is limited to civilian workers and does not include workers employed in the Federal Government.⁷ Based on the level of detail available for the benefit measures within the NCS, the ICF team focused on data at the national level. The benefits data within NCS is not available publicly to the same level of occupational detail as the salary information. Data provided by the NCS allow ICF to make benefit comparisons (e.g., access to benefits such as PTO or student loan assistance) between the House and the civilian workforce.

Using the job titles and corresponding descriptions within the House Compensation and Diversity Survey, the ICF team matched these titles to BLS SOC codes (see Appendix C). The SOC system, which was developed by the BLS, is a Federal statistical standard that is used by Federal agencies to group workers into occupational categories.8 This allows for more organization in collecting, calculating, and disseminating data. The Office of Management and Budget (OMB) mandated the use of this classification system for all Federal agencies that collect and disseminate occupation information. The SOC system contains 23 major occupation groups, 98 minor groups, 459 broad occupations, and 867 detailed occupations. The SOC system is used by several other well-known U.S. Department of Labor-sponsored sources that explore and provide occupational data, including O*NET and CareerOneStop. This level of detail allows for nuance and range in specificity when applying the data. SOC codes are used within several BLS datasets to assist with data collection and with the sorting of data. If there was not a single SOC code that directly matched a survey job title and description, multiple SOC codes were averaged in consultation with House staff. The BLS dataset limited maximum salary at \$208,000. For instances where two SOC codes were averaged and where one was above \$208,000 for salary data, this figure was averaged with the salary from the other available SOC code. If data for the SOC code were not available within the specific dataset, the data were noted as "N/A." By aligning the job titles and functions used in the House Compensation and Diversity Survey with SOC codes, the ICF team was able to access benchmarking data for salaries and benefits also contained within BLS, reducing error due to consistency. However, it is important to note that there are limitations with using benchmark data. For example, salary benchmarks are based only on similar job types and do not consider other characteristics that may influence salary (e.g., demographics, education, experience, locality pay). The corresponding mapping of job titles or functions to SOC codes are included in Appendix C.

⁷ Overview: Handbook of Methods: U.S. Bureau of Labor Statistics. (n.d.). Www.bls.gov. Retrieved September 17, 2021, from https://www.bls.gov/opub/hom/ncs/home.htm

⁸ Standard Occupational Classification (SOC) System. (2008, March 24). Bls.gov. https://www.bls.gov/soc/



Appendix A: 2021 House of Representatives Compensation and Diversity Study Survey

Study Introduction

In accordance with the FY21 Legislative Branch report and House Rules for the 117th Congress, the United States House of Representatives is conducting a study of staff compensation, benefits, and demographics. The study will also include an analysis of House compensation practices compared to Federal Government and private sector organizations. To this end, the Chief Administrative Officer (CAO) and the Office of Diversity and Inclusion has partnered with ICF, a global consulting company that specializes in compensation and diversity analyses, to administer a survey to all staff in Members' personal offices, Committee offices, Leadership offices, and House Officer offices.

The survey will take around 10 minutes to complete. While this survey is voluntary, your participation is important to help ensure competitive compensation and benefits for House staff.

Please respond to this survey by Tuesday, July 20th, 2021.

You can stop and return to the survey at any point via your individualized, unique link sent via email. Please do NOT forward your link to any other House employees, as this link only applies to you.

Confidentiality Notice

The data collected by this voluntary survey will be cross referenced with your personal House Staffer data collected and maintained by the CAO's Office of Payroll and Benefits to produce a report describing the range of salaries, office practices, and diversity of the House. The personal data collected from the CAO's Office of Payroll and Benefits includes name, email, annual salary, current employing office(s), House benefit eligibility, current participation status of student loan repayment program, transit benefits collected, Federal government tenure, and current employing office size.

Please know that ALL data collected as part of this study will remain strictly confidential. Data will not be used to identify or evaluate individuals or specific offices and will not be reported by party or office. Thank you for your participation in this important survey!



Part O: Information Piped into Survey [does not appear to participants]

Staffer Last Name:	House Office Type:
Staffer First Name:	O Member OfficeO Committee Office
Staffer email address:	O Leadership OfficeO House Officer
Staffer Date of Birth:	Office Description:
HUBID: Office Code:	Job/Employee Title: Staffer Annual Salary: \$
Student Loan Monthly Payment Amount: \$	
Transit Benefits: O Yes O No	
Shared Staffer: O Yes O No	
Federal government tenure: years	
Office size:[# of Staffers]	



Part I: Your Job

In this section you will be asked to provid	e information on ye	our job title,	responsibilities,
tenure, and other aspects of your job.			

tenure, and other aspects of your job.
[Only display questions to Member office staffers]Where is your primary duty station?O Washington, D. C.O District
[Display questions to all respondents] How long (years and months) have you worked
for the House of Representatives? yearsmonths on the Hill?yearsmonths in your current role as a(n) [pipe text in job title]? yearsmonths
[Only display the following 2 questions to Staffers who have been employed at the House for 1 or more years.] If you worked at the House prior to your current position (i.e., job title), how long were you in that previous position? *Note: Count all time in that position even if you moved to a different House Office.
How long has it been since you received your last promotion? yearsmonths
[Display questions to all respondents] Which of the following best describes your U.S. military experience?
O No U.S. military experience
O Current Reserve and Guard member
 Previous U.S. Active Duty or Reserve and Guard member (not currently in U.S. military)
How many hours per week do you work on average? hours per week



Prior to starting your job as a(n) [pipe text in job title], how much experience did you have in each of the following areas? (Please check and indicate <u>number of months of experience</u> for each relevant area of experience)

\square 1. House (please specify number of months of experience):
2. Senate (please specify number of months of experience):
\square 3. Administration (please specify number of months of experience):
4. Campaign (please specify number of months of experience):
5. Local Government (please specify number of months of experience):
6. State Government (please specify number of months of experience):
7. Media/News (please specify number of months of experience):
\square 8. Communications (please specify number of months of experience):
9. Legal (please specify number of months of experience):
10. Issue Advocacy/Trade Association/Lobbying (please specify number of months of experience):
\square 11. Business (please specify number of months of experience):
\square 12. Department of Defense (please specify number of months of experience):
Unter relevant experience (please specify number of months of experience):
o (please specify)
How were you first connected with your current office?
O 1. Internship
O 2. Member's Campaign
O 3. Hill Contact
O 4. District Contact
O 5. Job Posting on internal Hill list, website, or database (e.g., CAO job bank)
O 6. Job Posting on external list or website
O 7. College/University Career Center or affiliations
O 8. Other professional contact/friend



O 9. Other (please specify)
[Only display the following question to Chiefs of Staff from Member and Committees.] What do you look for generally when reviewing job applications for your current office? (select top three)
☐ District Ties
Political Experience
☐ Policy Experience
☐ Writing Skills
☐ Legal Background
People skills
☐ Teamwork skills
References
Previous internship experience on the Hill
Previous Hill experience
Other (please specify)
What do you consider when reviewing staff in your office for promotions or pay raises? (check all that apply)
☐ Goal Achievement
☐ Performance
☐ Time Committed to Work (i.e., number of hours willing to work per week)
☐ Tenure
☐ Teamwork
☐ Creative or inventive thinking
People who request raises and promotions
Other (please specify)



Part II: Demographics

In this section you will be asked to provide demographic information. Please note that, like all questions in this survey, these questions are entirely voluntary and will remain confidential. Your participation will help improve the House's understanding of its staffers and their collective demographic composition.

What is your highest level of education? O High school diploma or equivalent O Some college-level education, but no degree O Associate's degree O Bachelor's degree O Master's degree (e.g., MBA, MA, MS, MPP, other) O Law degree O Ph.D. (e.g., Public Policy, Psychology, other) O Other advanced degree (please specify) ______ O Choose not to respond What is your gender identity? O Man O Woman O Non-binary (e.g., Gender Non-conforming and Genderqueer) O Prefer to self-describe (please specify): ______ O Choose not to respond Do you identify as a transgender person? O Yes O No O Choose not to respond What is your sexual orientation? O Heterosexual or Straight O Gay or Lesbian O Bisexual

O Prefer to self-describe (please specify): ______

O Choose not to respond



Are yo	ou of Hispanic, Latino, or Spanish origin?
0	Yes
0	No
0	Choose not to respond
What i	is your race? (Mark all that apply)
	White
	Black or African American
	American Indian or Alaska Native
	Asian or Asian American
	Middle Eastern or North African
	Native Hawaiian or Other Pacific Islander
	Other (please specify)
	Choose not to respond
With v	which of the following do you most identify regarding your faith?
0	No religion/faith
0	Agnostic
0	Christianity
0	Buddhism
0	Hinduism
0	Judaism
0	Islam
0	Sikhism
0	Spiritual
0	Other (please specify)
0	Choose not to respond



Among your childhood caregivers (e.g., parents, guardians), what is the highest level of education obtained? O Less than a high school diploma or equivalent O High school diploma or equivalent O Associate degree O Bachelor's Degree O Master's Degree O Higher Degree (including doctorate and law degree) O Choose not to respond Which of the following types of disabilities apply to you? Please check all that apply. As a reminder, like all questions in this survey, answering this question is entirely voluntary and will remain confidential. Note: If you do not have a disability, please select the last option labeled "No Disability". Hearing difficulty: deaf or having difficulty hearing ☐ **Vision difficulty**: blind or having difficulty seeing, even when wearing glasses Cognitive difficulty: Because of a physical, mental, or emotional problem, having difficulty remembering, concentrating, or making decisions ☐ **Ambulatory difficulty**: Having difficulty walking or climbing stairs

Do you have any primary caregiving responsibilities (e.g., children, siblings, parents)?

Independent living difficulty: Because of a physical, mental, or emotional problem, having difficulty doing errands alone such as visiting a doctor's office or shopping

☐ **Self-care difficulty**: Having difficulty bathing or dressing

O Yes

☐ No Disability

- O No
- O Choose not to respond

☐ Choose not to respond



Part III: Benefits

In this section you will be asked to provide information on the benefits offered to you by your current office. Please answer these questions based on the policies currently available to you.

[Display item only if Chief of Staff from Member and Committee Offices] What best describes your offices practices regarding intern monetary compensation?

- O All interns are unpaid.
- O Some interns are paid, while other interns are unpaid.
- O All interns are paid varying salaries.
- O All interns are paid equally.

[Skip Pay Increases section for any individuals who have been in their job for less than 1 year]

Pay Increases

Which of the following pay increases have you received in the past calendar year? For those pay increases you DID receive, what percentage or dollar amount did you receive?

	Have you received this type of pay increase in the past year?	If so, how Much?
Cost of Living Adjustment (COLA)	o Yes o No	%
Annual Salary Increase/Raise	o Yes o No	%
Bonuses (Lump Sum)/Pay	o Yes o No	\$
Adjustments		

How lor	ng has	it been	since	your	last	pay i	increa	se?
\	years _	n	nonths	3				



Leave

[Skip Leave section for any individuals who do not receive benefits]

Which of the following PAID leave types are you eligible to receive in your office? For those leave types you DO receive, how many days PER YEAR are you eligible for each leave type? If you are a shared staffer, please answer using the policies of the office you spend the most time working for.

	Which types of PAID leave are you eligible to receive?	If yes, how many days leave per year are you eligible to receive?
Paid Time Off (PTO) (i.e., paid time off for vacation or personal days)	o Yes o No o Unsure	days O No set amount
Sick Leave (i.e., paid leave time only allowed to be used if sick, for medical or dental appts, or other medical care for yourself or immediate family members; only indicate yes if you receive sick leave in addition to PTO/vacation)	o Yes o No o Unsure	days O No set amount
Paid FMLA Leave (i.e., paid leave to care for yourself or an immediate family member with a serious condition; for qualified exigency leave; or for injured service member caregiver leave) *Note: Unpaid FMLA leave is required by law; indicate yes ONLY if your Office pays for FMLA leave.	o Yes o No o Unsure	days O No set amount
Paid Administrative Leave (i.e., paid leave in addition to any PTO/vacation or sick leave to give blood, to vote, to stay home during extreme weather in addition to any PTO/vacation or sick leave)	o Yes o No o Unsure	days O No set amount



	Which types of PAID leave are you eligible to receive?	If yes, how many days leave per year are you eligible to receive?
Paid Bereavement Leave (i.e., paid leave in addition to any PTO/vacation or sick leave to grieve or take care of personal matters after the death of a close relative or others at the discretion of the employer)	o Yes o No o Unsure	O No set amount

[Only display if respondent answers "yes" to question about PTO]

Does your office allow staffers to roll over unused paid PTO leave from one year to the next?

- O Yes, staffers can roll over an unlimited number of days of PTO/vacation leave
- O Yes, but only a limited number of days (How many?) ______
- O No
- O I do not know

[Only display if respondent answers "yes" to question about sick leave]
Does your office allow staffers to roll over unused paid sick leave from one year to the next?

- O Yes, staffers can roll over an unlimited number of days of sick leave
- O Yes, but only a limited number of days (How many?)
- O No
- O I do not know

Are you aware of the new Federal Employee Paid Parental Leave Act (FEPLA) enacted on October 1st, 2020? [Link to: https://www.commerce.gov/hr/paid-parental-leave-federal-employees]

- O Yes, I qualify but I have not used the benefit.
- O Yes, I qualify and have used the benefit.
- O Yes, but I do not qualify for the benefit.
- O No



Student Loan Repayment

Which of the following best represents how your office participates in the student loan repayment program?

- O My office does **NOT** offer student loan repayment.
- O My office allows **all staffers** to be eligible for the **same amount** of student loan repayment (subject to available funds).
- O My office allows **all staffers** to be eligible for student loan repayment, but the **amount varies** by the staffer's tenure and position.
- O My office allows only **some staffers** to be eligible for student loan repayment depending on the staffer's tenure and position.
- O I do not know whether my office offers student loan repayment.
- O My office offers student loan repayment, but **I do not know** the amount and/or eligibility requirements.

Parking Benefits

Which of the following best represents your	office's parking benefit program?	check all that
apply].		

My office does not offer parking benefits.
My office provides on campus parking spaces.
My office provides off campus parking spaces.
My office provides reimbursement of parking fees.
I do not know

Flexible Work Arrangements

Which of the following flexible work arrangements were/are available to you?

[Only display "Pre-COVID" questions to staffers hired pre-March 2020].

	When the House is in Session	During Recess Periods
Pre-Co	DVID	
Flextime (i.e., work with your supervisor to	o Yes o No o	o Yes o No o
choose your start and end time)	Unsure	Unsure
Compressed work week (e.g., work four 10-		
hour days and have one day off per week or	o Yes o No o	o Yes o No o
work nine 9-hour days and have one day off	Unsure	Unsure
per two weeks)		



Telework (e.g., working remotely, such as from home, during normal working hours)	o Yes o No o Unsure	o Yes o No o Unsure
Part-time work (i.e., working no more than the equivalent of 15 full work days per month)	o Yes o No o Unsure	o Yes o No o Unsure
During (COVID	
Flextime (i.e., work with your supervisor to choose your start and end time)	o Yes o No o Unsure	o Yes o No o Unsure
Compressed work week (e.g., work four 10-hour days and have one day off per week or work nine 9-hour days and have one day off per two weeks)	o Yes o No o Unsure	o Yes o No o Unsure
Telework (e.g., working remotely, such as from home, during normal working hours)	o Yes o No o Unsure	o Yes o No o Unsure
Part-time work (i.e., working no more than the equivalent of 15 full work days per month)	o Yes o No o Unsure	o Yes o No o Unsure

Job Perceptions

Please indicate the degree to which you agree or disagree with the following statements about your job.

[Skip satisfaction with benefits item for any individuals who do not receive benefits.]

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Considering everything, I am	0	0	0	0	0
satisfied with my job.					
I am satisfied with the	0	0	0	0	0
benefits I receive from my					
employment.					
I believe my compensation is	0	0	0	0	0
appropriate for my position.					
I believe the general climate	0	0	0	0	0
within my office to be					
inclusive.					
My leadership values staffers	0	0	0	0	0
with varied backgrounds and					
experiences.					
I have seriously considered	0	0	0	0	0
looking for employment					
elsewhere (e.g., executive					
branch or private sector).					



Appendix B: 2021 House of Representatives Compensation and Diversity Study Terms and Definitions

House Staff Demographic Representation Terms

Age: Employee age was calculated by birthdate and categorized into the following options:

- Under 20 years old
- 20-25 years old
- 26-32 years old
- 33-37 years old
- 38–43 years old

- 44–50 years old
- 51-60 years old
- Over 60 years old
- Choose not to respond

Caregiving Responsibilities: Employees were asked if they had any primary caregiving responsibilities (e.g., children, siblings, parents).

Childhood Caregivers' Education: Employees were asked their childhood caregivers' highest level of education, based on the following options:

- Less than a high school diploma or equivalent
- High school diploma or equivalent
- Associate's degree
- Bachelor's Degree

- Master's Degree
- Higher Degree (including doctorate and law degree)
- Choose not to respond

Disability Status: Employees were asked whether they had a disability, based on the following options:

- **Hearing difficulty** (deaf or having difficulty hearing)
- Vision difficulty (blind or having difficulty seeing, even when wearing glasses)
- Cognitive difficulty (because of a physical, mental, or emotional problem, having difficulty remembering, concentrating, or making decisions)
- Ambulatory difficulty (having difficulty walking or climbing stairs)
- Self-care difficulty (having difficulty bathing or dressing)
- Independent living difficulty
 (because of a physical, mental, or emotional problem, having difficulty doing errands alone such as visiting a doctor's office or shopping)
- No Disability
- Choose not to respond



Education: Employees were asked their highest level of education, based on the following options:

- High school diploma or equivalent
- Some college-level education, but no degree
- Associate degree
- Bachelor's degree
- Master's degree (e.g., MBA, MA, MS, MPP, other)

- Law degree
- Ph.D. (e.g., Public Policy, Psychology, other)
- Other advanced degree (please specify)
- Choose not to respond

Ethnicity: Employees were asked whether they were of Hispanic, Latino, or Spanish origin.

Faith: Employees were asked which faith they most identified with, based on the following options:

- No religion/faith
- Agnostic
- Christianity
- Buddhism
- Hinduism
- Judaism

- Islam
- Sikhism
- Spiritual
- Other (please specify)
- Choose not to respond

Employee write-in responses for other faiths include: Animist, Atheist, Baha'i, Baptist, Catholic, Catholic and Jewish, Deist, Episcopal, Humanist, Jehovah's Witness, Kodeshemite, Lutheran, Moravian, Native American Religion, Non-Denominational, Pagan, Protestant, Quaker, Shinto, Spiritual, Tenrikyo, Tribal-Specific, Unitarian Universalist, and Zoroastrian.

Gender/Gender Identity: Employees were asked to which gender they most identified based on the following options:

- Woman
- Man
- Non-binary (e.g., Genderqueer and Gender-nonconforming)
- Prefer to self-describe (please specify)
- Choose not to respond



Employee write-in responses for other gender/gender identity include: Demi-Woman, Non-Binary Woman.

Transgender: Employees were asked whether they identified as a transgender person.

Military Experience: Employees were asked which described their U.S. military experience based on the following options: No U.S. military experience

- Previous U.S. Active Duty or Reserve and Guard member (not currently in U.S. military)
- Current Reserve and Guard member

Race: Employees were asked to which race(s) they most identified. Employees were able to mark all that applied based on the following options:

- White
- Black or African American
- American Indian or Alaska Native
- Asian or Asian American
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- Other (please specify)
- Choose not to respond

Employee write-in responses for other races include: Afro-Caribbean, American, Armenian, Bi-Racial, Caribbean Islander, Caribbean-African American, Central Asian, Chicana/o, Chinese, Dutch American, European, Filipino, Guyanese, Haitian, Hellenic, Indian, Indigenous, Italian, Italian-American, Latinx/Hispanic, Mestizo/a, Mexican-American, Mixed Race, Native American, Pakistani, Peruvian, Portuguese, Puerto Rican, Salvadoran, South American, South Asian, Somali, Spanish, Sub-Saharan African, and White Mexican.

Sexual Orientation: Employees were asked which sexual orientation they consider themselves to be based on the following options:

- Heterosexual or Straight
- Gay or Lesbian
- Bisexual
- Prefer to self-describe (please specify)
- Choose not to respond

Employee write-in responses for other sexual orientations include: Asexual, Heteroflexible, Fluid, Pansexual, Queer.



House Labor Force Comparisons Terms

BLS and Civilian Labor Force (CLF) Benchmarks: The Current Population Survey (CPS), produced by the BLS and the U.S. Census Bureau, is a survey of U.S. households that provides data for the civilian noninstitutional population that are either employed in the private, state, or local sector, or are unemployed. Data provided by the CPS allow ICF to make demographic comparisons between the House and the general population workforce (i.e., civilian labor force).

Federal Workforce (FEDWF): The Enterprise Human Resources Integration–Statistical Data Mart (EHRI–SDM) is produced by the Office of Personnel Management (OPM) and provides data from the OPM and covers over 2 million Federal civilian employees. This data source allows ICF to make comparisons between the House and overall federal workforce.

House Compensation Terms

Cost of Living Adjustment (COLA): An increase in salary or annuity, usually based on an objective measure that estimates how much additional money a typical person or household needs to maintain their standard of living.

House Office-Specific Terms

Compressed Work Week: Permits eligible full-time employees to work an 80-hour work requirement in nine (9) workdays or a 40-hour work requirement in four (4) workdays.

Federal Employee Paid Leave Act (FEPLA): FEPLA makes paid parental leave available to certain categories of Federal civilian employees: https://www.commerce.gov/hr/paid-parental-leave-federal-employees.

Flexible Work Arrangements: Employees were asked which flexible work arrangements were available to them before and during the pandemic, based on the following options:

- Flextime
- Telework
- Compressed work week
- Part-time work

Paid Administrative Leave: Administrative leave is paid leave for the purpose of jury duty, military duty, voter registration, blood donation, office shutdown or early dismissal, performance recognition, and bereavement.

Paid Bereavement Leave: Paid leave in addition to any paid time off/vacation or sick leave to grieve or take care of personal matters after the death of a close relative or others at the discretion of the employer.



Paid FMLA Leave: Paid leave to care for yourself or an immediate family member with a serious condition; for the birth of/care for/bonding with a newborn or child newly placed in the home for adoption or foster care; for qualified exigency leave; or for injured service member caregiver leave.

Paid Sick Leave: Full-time employees accumulate sick leave at a rate of eight (8) hours per month with no limitation on the total accumulation of sick leave. An employee may use sick leave for periods of absence from work due to his or her own illness, injury, pregnancy, or medical confinement. Sick leave can also be used for scheduled medical and dental appointments.

Paid Time Off (PTO): Paid time off for vacation or personal days. Permanent full-time and part-time employees accrue annual leave on a monthly basis. The amount of leave is based on the length of Federal service.

Parking Benefits: Employees were asked about their office's parking benefit program. Employees were asked to mark all that applied, based on the following options:

- My office does not offer parking benefits
- My office provides on campus parking spaces
- My office provides off campus parking spaces
- My office provides reimbursement of parking fees

Student Loan Repayments: The House's Student Loan Repayment Program enables offices to authorize repayment of qualifying student loans on behalf of eligible employees (those employed for at least four (4) months who have agreed to remain in their employment for at least one (1) year). Interns, volunteers, and unpaid staff are not eligible. Employees who terminate during the contract one-year period are responsible for repaying the House for the funds paid on their behalf during that contract period.

Telework: A work arrangement where eligible employees perform their normal duties and responsibilities away from the conventional office for an agreed-upon portion of the workweek. Work performed at an alternate site is to be at parity in quantity and quality with work performed at a conventional site.

Transit Benefits: Qualified employees are provided with transit fare of a value not to exceed actual commuting costs or the permitted monthly transit benefit amount. The House transit benefit program is administered by the U.S. Department of Transportation, TranServe Division. Benefits are provided through the SmartBenefits program. A paid employee of a participating House Office may receive the transit benefit if he or she meets the requirements established by the employing authority and do not participate in a carpool (except those officially sanctioned by Metro Pool).



House-Wide Benefits Terms

Childcare: This benefit provides either full or partial reimbursement for the cost of caring for an employee's children in a nursery or daycare center or by a babysitter. Care can be provided in facilities either on or off the employer's premises.

Defined Benefit Contribution Plan: Defined benefit pension plans provide employees with guaranteed retirement benefits based on benefit formulas. A participant's retirement age, length of service, and pre-retirement earnings may affect the benefits received.

Defined Contribution Retirement Plan: Defined contribution plans are retirement plans that specify the level of employer contributions and place those contributions into individual employee accounts.

Dental Care: Dental care plans provide services or payments for restorative care and related treatment to the teeth and gums.

Dependent Care Flexible Spending Account (FSA): Also known as reimbursement accounts, dependent care flexible spending accounts can be part of a flexible benefit plan or can stand alone. Employees participating in these accounts allocate a declared pretax amount, up to a set limit, for out-of-pocket qualified expenses, including childcare, elder care, or services for a disabled dependent. Any money not used by the end of the plan year is forfeited.

Employee Assistance Program (EAP): These programs provide structured plans, closely related to employee wellness programs, which typically deal with more serious personal problems than the essentially medical problems covered by wellness programs. EAPs can offer referral services, or referral services in combination with counseling services. Both the referral services and the counseling services may be supplied by company personnel, by an outside organization under contract, or by a combination of both.

Health Care Flexible Spending Account (FSA): Also known as health care reimbursement accounts, health care flexible spending accounts can be part of a flexible benefit plan or can stand alone. Employees participating in these accounts allocate a declared pretax amount, up to a set limit, for out-of-pocket health care expenses such as deductibles, copayments, coinsurance, and other qualified health care expenses not covered by their health insurance. Any money not used by the end of the plan year is forfeited.

Health Care: Plans provide preventive and protective medical, dental, vision, or prescription drug coverage to the employee and the employee's dependents, including the spouse and children.

Health Savings Account (HSA): These financial tools are employee-owned portable accounts that use tax-exempt contributions to pay for medical expenses. HSAs are used in



combination with employer-provided high-deductible health plans with annual maximum limits on out-of-pocket and deductible expenses. Other features include the rollover of unused contributions from year to year and tax-free interest.

Life Insurance: Life insurance provides a lump-sum payment to a designated beneficiary or beneficiaries of a deceased employee. Companies may provide a basic amount of life insurance benefits, which may vary with an employee's age, income, and occupation. Companies also may allow employees to pay for additional amounts of coverage.

Vision Care: Vision care plans provide coverage for the improvement of eyesight, including eyeglasses and contact lenses. Coverage typically is limited and is subject to applicable copayments or scheduled cash allowances.

House Job Characteristics and Perceptions Terms

Government Tenure: Government tenure was obtained from House payroll data. It includes time working for the U.S. Federal government (any agency, including House). Breaks in Federal government service of four (4) calendar days or more are removed.

Hill Tenure: Hill tenure was obtained from House payroll data. It includes time working for House, Senate, and any Legislative branch. Breaks in Hill service of four (4) calendar days or more are removed.

House Tenure: House tenure was calculated based on House hire date obtained from House payroll data and may display as longer than Hill or Government tenure, since breaks from House service are unknown and are not removed from House tenure calculations.

Job Tenure: Employees were asked the amount of time spent in their current job position.



Appendix C: SOC Code Mapping to U.S. House of Representatives Jobs

Member Offices: Job Title to SOC Code Mapping

When interpreting salary benchmarking results, it is important to remember that the House is uniquely structured and unlike most organizations—some jobs are specific to Congress. As such, job titles selected for salary benchmarking are not an exact equivalence to the House jobs.

Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
Assistant Press Secretary	Monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; meticulously proofreads, drafts, and fact-checks written materials (e.g., briefing memos, social media posts, press) statements, newsletters, and talking points).	27-3031	Public Relations Specialists	Promote or create an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.
Caseworker	Acts as the community representative for the Member within his or her area of responsibility; monitors and updates the Member and District Director on district and local issues; and answers casework correspondence and verbal communications with constituents.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
		11-9151	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
Chief of Staff	Acts as the Member's chief policy advisor; develops and implements all policy objectives, strategies, and operating plans for the Member's office; manages and directs all activities and staff of the Member's Washington, D.C., and district offices; coordinates the activities of the Member with the leadership and committee office(s); and oversees the office budget and personnel activity.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		11-1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
Communications Director	Manages and coordinates all communication activities (including media contacts) for the Member and the office; develops and implements media and communications strategy for the Member; acts as the formal spokesperson and media liaison for the Member; and writes speeches for the Member.	11-2031	Public Relations Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
Deputy Chief of Staff	Acts as the Member's chief policy advisor; develops and implements all policy objectives, strategies, and operating plans for the Member's office; manages and directs all activities and staff of the Member's Washington, D.C., and district offices; coordinates the activities of the Member with the leadership and committee office(s); and oversees the office budget and personnel activity.	11–1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		11-1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
Digital Media/ Digital Media Director	Monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; meticulously proofreads, drafts, and fact-checks written materials (e.g., briefing memos, social media posts, press) statements, newsletters, and talking points)	27-3031	Public Relations Specialists	Promote or create an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
District Director	Oversees all district office operations; represents the Member or assigns appropriate staff to represent the Member in the district and travels throughout the district at regular intervals to keep abreast of local concerns.	11-3011	Administrative Services Managers	Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services. Medical records administrators are included in "Medical and Health Services Managers" (11–9111). Excludes "Purchasing Managers" (11–3061).
District Representative	Acts as liaison with federal, district, and local agencies for the Member and constituents and assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
		11-9151	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.
Field Representative	Acts as liaison with federal, district, and local agencies for the Member and constituents and assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
		11-9151	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.
Financial Administrator / Office Manager	Maintains the Member's official schedule, travel plans, and related records; briefs the Member on all scheduling activities and makes recommendations on proposed future meetings; schedules all staff meetings and	11-3031	Financial Managers	Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes "Financial Risk Specialists" (13-2054).
	briefings. Coordinates scheduling of press, interview, radio, and television time with the Press Secretary. May also plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Additionally, may train and supervise lower-level clerical staff.	43-6011	Executive Secretaries and Executive Administrative Assistants	Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).
Information Technology	Acquires, designs, implements, and operates information technology solutions for staff, including hardware, operating systems, communications, software, data processing and security.	15-1244	Network and Computer Systems Administrators	Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
		15-1210	Computer and	data communications hardware and software. Excludes "Information Security Analysts" (15-1212), "Computer Network Support Specialists" (15-1231), and "Computer User Support Specialists" (15-1232). Occupational category includes the two following
			Information Analysts	roles: 1) Computer Systems Analysts (15–1211): Analyze
				science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software. 2) Information Security Analysts (15–1212): Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. Excludes "Computer Network Architects" (15–1241).
Legislative Aide	Tracks legislation and other developments in an assigned issue area; drafts constituent	23-2011	Paralegals and Legal Assistants	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent.
	correspondence for the Member; prepares for committee meetings and hearings related to		regai Assistants	Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.
	specific issues; and answers constituent letters and helps constituents with federal matters			Excludes "Legal Secretaries and Administrative Assistants" (43-6012).



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
		19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19–3022).
Legislative Assistant	Tracks legislation and other developments in an assigned issue area; drafts constituent correspondence for the Member; prepares for committee meetings and hearings related to specific issues; and answers constituent letters and helps constituents with federal matters	23-2011	Paralegals and Legal Assistants	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes "Legal Secretaries and Administrative Assistants" (43-6012).
		19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Legislative Correspondent	Performs research required to respond to letters from constituents; drafts responses to letters from constituents; and provides administrative support and assistance to Legislative Aides.	43-4021	Correspondence Clerk	Compose letters or electronic correspondence in reply to requests for merchandise, damage claims, credit and other information, delinquent accounts, incorrect billings, or unsatisfactory services. Duties may include gathering data to formulate reply and preparing correspondence.
Legislative Director	Manages and coordinates all communication activities (including media contacts) for the Member and the office; develops and implements media and communications strategy for the Member; acts as the formal	11–1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
	spokesperson and media liaison for the Member; and writes speeches for the Member.			diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Outreach Director/Constituent Services Representative	Acts as a representative for the Member within his or her area of responsibility; monitors and updates the Member and leadership on issues; answers casework correspondence and communicates with constituents; may serve as liaison for Committees or Member offices to address Member needs and/or advance legislative initiatives.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
Operations Director	Plans, organizes, and directs operations within or across offices and supports the management of human resources and office policies.	11–1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
Paid Intern	Conducts operational tasks, including managing a front office, answering phones, and additional administrative tasks.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive Court, Municipal, and License Clerks	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013). Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be
			CIETRS	called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees. Clerks of Court are classified in "Managers, All Other" (11–9199).
Policy Advisor	Provides support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios	19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Press Secretary	Manages and coordinates all communication activities (including media contacts) for the Member and the office; develops and implements media and communications strategy for the Member; acts as the formal spokesperson and media liaison for the Member; and writes speeches for the Member.	11-2031	Public Relations Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
Professional Staff	Staffs hearings; prepares memos and statements; conducts outreach to stakeholder groups; drafts legislation; and conducts oversight	23-1012	Judicial Law Clerks	Assist judges in court or by conducting research or preparing legal documents. Excludes "Lawyers" (23-1011) and "Paralegals and Legal Assistants" (23-2011).
Scheduler/Executive Assistant	Maintains the Member's official schedule, travel plans, and related records; briefs the Member on all scheduling activities and makes recommendations on proposed future meetings; schedules all staff meetings and briefings; and coordinates scheduling of press, interview, radio, and television time with the Press Secretary	43-6011	Executive Secretaries and Executive Administrative Assistants	Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).
Counsel/Senior Counsel	Drafts legislation; staffs and prepares hearings; prepares memos and statements; provides ethics advice and training to Members of Congress and their staff; and coordinates with stakeholders and member offices	23-1011	Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
Senior Legislative Assistant	Tracks legislation and other developments in an assigned issue area; drafts constituent correspondence for the Member; prepares for committee meetings and hearings related to specific issues; and answers constituent letters and helps constituents with federal matters.	43-4171	Receptionists and Information Clerks	Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service" (43–2011).
Senior Policy Advisor	Provides support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios	19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).



Member Office Job Title	Member Office Job Title Description	SOC Code	SOC Title	SOC Code Definition
Staff Assistant	Greets and screens visitors; responds to requests for information; maintains handout literature; and performs general administrative duties	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43–6011 through 43–6013).



Committee and Leadership Offices: Job Title to SOC Code Mapping

Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Assistant Press Secretary	Monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; drafts and fact-checks written materials (e.g., briefing memos, social media posts, press statements, newsletters, and talking points).	27-3031	Public Relations Specialists	Promote or create an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.
Clerk	Assists with the preparation and conduct of markups; assists with hearing preparation, maintaining and archiving Committee records; assists with the printing of Committee documents, and executing other administrative duties as needed.	43-9061	Office Clerks, General	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.
Communications Director	Provides planning and services related to supporting effective communication between different offices and with the public; manages and coordinates all communication activities (including media contacts) between different offices and the public; develops and implements media and communications strategy for office/committee; acts as the formal spokesperson and media liaison for office/committee; and writes speeches for office/committee.	11-2031	Public Relations Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Counsel	Drafts legislation, conducts research and/or investigations; provides legal counsel and ensures the House and supporting functions comply with legal and regulatory requirements.	23-1011	Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
Deputy Staff Director	In a deputy role, manages office work and staff; organizes hearings; directs investigations; coordinates the development of legislation; serves as liaison to other offices/committees; coordinates all staff activities; and acts as the policy advisor.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		11-1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
Digital Media Director	Monitors media coverage and social media; compiles daily press clips; drafts press releases and organizes press events; produces graphics and videos; drafts and fact-checks written materials (e.g., briefing memos, social media posts, press statements, newsletters, and talking points).	27-3031	Public Relations Specialists	Promote or create an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Financial Administrator	Collects, processes, analyzes, monitors, and reports on office financial matters; manages and ensures compliance with policies, professional standards, and laws.	11-3031	Financial Managers	Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes "Financial Risk Specialists" (13-2054).
Information Technology	Acquires, designs, implements, and operates information technology solutions for staff, including hardware, operating systems, communications, software, data processing and security.	15-1244	Network and Computer Systems Administrators	Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Excludes "Information Security Analysts" (15–1212), "Computer Network Support Specialists" (15–1231), and "Computer User Support Specialists" (15–1232).
		15-1210	Computer and Information Analysts	Occupational category includes the two following roles: 1) Computer Systems Analysts (15–1211): Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Legislative Assistant	Tracks legislation and other developments in an assigned issue area; drafts constituent correspondence for office; prepares for committee meetings and hearings related to	23-2011	Paralegals and Legal Assistants	schedule limitations. May analyze or recommend commercially available software. 2) Information Security Analysts (15–1212): Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. Excludes "Computer Network Architects" (15–1241). Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.
	specific issues; and answers constituent letters and helps constituents with federal matters.			Excludes "Legal Secretaries and Administrative Assistants" (43-6012).
		19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19–3022).



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Legislative Operations	Performs legislative duties to assist with House floor proceedings; advises on all legislative areas; assists in the development of policy positions and legislative initiatives; manages and supervises legislative staff; and monitors and reports on floor action.	23-1010	Lawyers and Judicial Law Clerks	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law. Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
		23-2000	Legal Support Workers	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes "Legal Secretaries and Administrative Assistants" (43-6012).
Member Services/Outreach Director	Serves as liaison for Committees or Member offices to address Member needs and/or advance legislative initiatives; ensures Member requests and/or questions are addressed.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
Office Manager/Executive Assistant	Provides high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.	43-6000	Executive Secretaries and Executive Administrative Assistants	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Operations Director	Plans, organizes, and directs operations within or across offices and supports the management of human resources and office policies.	11–1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
Paid Intern	Conducts operational tasks, including managing a front office, answering phones, and additional administrative tasks.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).
		43-4031	Court, Municipal, and License Clerks	Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees. Clerks of Court are classified in "Managers, All Other" (11–9199).



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Policy Advisor	Provides support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios	19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19–3022).
Press Secretary	Provides planning and services related to supporting effective communication between different offices and with the public; manages and coordinates all communication activities (including media contacts) between different offices and the public; develops and implements media and communications strategy for office/committee; acts as the formal spokesperson and media liaison; and writes speeches.	11-2031	Public Relations Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.
Professional Staff	Staffs hearings; prepares memos and statements; conducts outreach to stakeholder groups; drafts legislation; and conducts oversight.	23-1012	Judicial Law Clerks	Assist judges in court or by conducting research or preparing legal documents. Excludes "Lawyers" (23-1011) and "Paralegals and Legal Assistants" (23-2011).
Security	Maintains a safe and secure environment; protects staff and property from any preventable harm or danger; engages in patrolling, investigation, crime prevention, and detection.	33-9032	Security Guards	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Police Officers" (33-3050) and "Transportation Security Screeners" (33-9093).



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Senior Counsel	Drafts legislation, conducts research and/or investigations; provides legal counsel and ensures the House and supporting functions comply with legal and regulatory requirements.	23-1011	Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
Senior Policy Advisor	Provides support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios	19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision making, and ideology. May analyze the structure and operation of governments, as well as various political entities. May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19–3022).
Skilled Laborer	Coordinates activities of production and operating workers, such as inspectors, precision workers, assemblers, fabricators, metal/plastic workers, painters, furniture makers, electricians, plumbers, general carpenters, printing, and other skilled laborer occupations.	51-0000	Production Occupations	Occupational category includes Miscellaneous Assemblers and Fabricators; Bakers; Metal Workers and Plastic Workers, All Other Laundry and Dry- Cleaning Workers; Pressers, Textile, Garment, and Related Materials; Sewing Machine Operators; Shoe and Leather Workers and Repairers; Sewers, Hand; Tailors, Dressmakers, and Custom Sewers; Fabric and Apparel Patternmakers; Upholsterers; Textile, Apparel, and Furnishings Workers, All Other; Cabinetmakers and Bench Carpenters; Furniture Finishers; Painting, Coating, and Decorating Workers; Photographic Process Workers and Processing Machine Operators; Cooling and Freezing Equipment Operators and Tenders.



Committee and Leadership Job Title	Committee and Leadership Job Title Description	SOC Code	SOC Title	SOC Code Definition
Staff Assistant	Greets and screens visitors; responds to requests for information; maintains handout literature; and performs general administrative duties.	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013).
Staff Director	Manages office work and staff; organizes hearings; directs investigations; coordinates the development of legislation; serves as liaison to other offices/committees; and coordinates all staff activities.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		11-1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.



House Officers: Job Title to SOC Code Mapping

House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Code Definition
Acquisitions/ Procurement	Procures or facilitates the procurement of office supplies, equipment and/or service contracts for House offices.	11-3061	Purchasing Manager	Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.
Administrative	Provides high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff in some instances.	43-6000	Executive Secretaries and Executive Administrative Assistants	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Excludes legal, medical, and executive secretaries (43–6011 through 43–6013).
Audio/Visual Production	Provides technical assistance to support the recording and dissemination of House floor and committee proceedings.	27-4011	Audio and Video Technicians	Set up, maintain, and dismantle audio and video equipment, such as microphones, sound speakers, connecting wires and cables, sound and mixing boards, video cameras, video monitors and servers, and related electronic equipment for live or recorded events, such as concerts, meetings, conventions, presentations, podcasts, news conferences, and sporting events. Excludes "Sound Engineering Technicians" (27-4014), "Lighting Technicians" (27-4015), and "Audiovisual Equipment Installers and Repairers" (49-2097).



House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Code Definition
Audit and Controls	Conducts audits, leads investigations, and/or provides recommendations to improve performance, accountability, or integrity of House operations and processes.	13-2011	Accountants and Auditors	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents" (13-2081).
Child Care/Education	Plans, develops, delivers, measures, evaluates, and administers educational programs and services.	11-9031	Education and Childcare Administrators, Preschool and Daycare	Plan, direct, or coordinate academic or nonacademic activities of preschools or childcare centers and programs, including before- and afterschool care. Excludes "Preschool Teachers, Except Special Education" (25-2011) and "Childcare Workers" (39-9011).
Communications	Provides planning and services related to supporting effective communication between different offices and with the public.	27-3031	Public Relations Specialists	Promote or create an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.
Digital Media	Provides planning and services related to digital media needs for different offices.	27-4000	Media and Communication Equipment Workers	Occupational category includes Audio and Video Technicians; Broadcast Technicians; Sound Engineering Technicians; Photographers; Television, Video, and Film Camera Operators and Editors; Camera Operators, Television, Video, and Film; Film and Video Editors; Miscellaneous Media and Communication Equipment Workers; and Lighting Technicians and Media and Communication Equipment Workers, All Other



House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Code Definition
Outreach Director / Constituent Services Representative	Acts as a representative for their office within his or her area of responsibility; monitors and updates the office on issues; answers casework correspondence and communicates with constituents; may serve as liaison for Committees or Member offices to address leadership needs and/or advance legislative initiatives.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
Counsel / Senior Counsel	Drafts legislation, conducts research and/or investigations; provides legal counsel and ensures the House and supporting functions comply with legal and regulatory requirements.	23-1011	Lawyers	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
Fellow	Supports Member and/or House support office operations as assigned on a temporary basis.	43-4051	Customer Service Representatives	Interact with customers to provide basic or scripted information in response to routine inquiries about products and services. May handle and resolve general complaints. Excludes individuals whose duties are primarily installation, sales, repair, and technical support.
		11-9151	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.
Finance	Collects, analyzes, monitors, and reports on office financial matters; manages and ensures compliance with policies, professional standards, and laws.	13-0000	Business and Financial Operations Occupations	Occupational category includes Buyers and Purchasing Agents; Claims Adjusters, Appraisers, Examiners, and Investigators; Compliance Officers; Cost Estimators; Human Resources Workers; Labor Relations Specialists; Logisticians; Management Analysts; Meeting, Convention, and Event Planners;



House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Code Definition
				Fundraisers; Compensation, Benefits, and Job Analysis Specialists; Training and Development Specialists; Market Research Analysts and Marketing Specialists; Accountants and Auditors; Property Appraisers and Assessors; Budget Analysts; Financial Examiners; Tax Examiners and Collectors, and Revenue Agents; and Tax Preparers.
Human Resources	Supports the management of human resources and develops and implements effective HR administration strategies for staff in accordance with policy, practice, and objectives.	13-1071	Human Resources Specialists	Recruit, screen, interview, or place individuals within an organization. May perform other activities in multiple human resources areas. Excludes "Compensation, Benefits, and Job Analysis Specialists" (13–1141) and "Training and Development Specialists" (13–1151).
Information Technology	Maintains network hardware and software; monitors network; may perform maintenance; implements network security measures.	15-1244	Network and Computer Systems Administrators	Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers. Perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems. Review system and application logs and verify completion of scheduled jobs, including system backups. Analyze network and server resource consumption and control user access. Install and upgrade software and maintain software licenses. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Excludes "Information Security Analysts" (15–1212), "Computer Network Support Specialists" (15–1231), and "Computer User Support Specialists" (15–1232).



House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Code Definition
		15-1210	Computer and Information Analysts	Occupational category includes the two following roles: 1) Computer Systems Analysts (15–1211): Analyze science, engineering, business, and other data processing problems to develop and implement solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions, improve existing computer systems, and review computer system capabilities, workflow, and schedule limitations. May analyze or recommend commercially available software. 2) Information Security Analysts (15–1212): Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. Excludes "Computer Network Architects" (15–1241).
Legislative Operations	Performs legislative duties to assist with House floor proceedings; advises on all legislative areas; assists in the development of policy positions and legislative initiatives; manages and supervises legislative staff; and monitors and reports on floor action.	23-1010	Lawyers and Judicial Law Clerks	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law. Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.



House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Code Definition
		23-2000	Legal Support Workers	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes "Legal Secretaries and Administrative Assistants" (43-6012).
Logistics	Plans, organizes, transports, or directs operations, assets, and inventory within or across offices.	13-1081	Logisticians	Analyze and coordinate the ongoing logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. Excludes "Transportation, Storage, and Distribution Managers" (11–3071) and "Project Management Specialists" (13–1082).
Office Manager/ Operations Director	Maintains official schedule, travel plans, and related records; briefs leadership on all scheduling activities and makes recommendations on proposed future meetings; schedules all staff meetings and	11-3031	Financial Managers	Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Excludes "Financial Risk Specialists" (13-2054).
	briefings. Coordinates scheduling of press, interview, radio, and television time.	43-6011	Executive Secretaries and Executive Administrative Assistants	Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43–6012 through 43–6014).
Policy Advisor/Senior Policy Advisor	Provides support for the development, facilitation, implementation, evaluation, and administration of a variety of policy programs or portfolios.	19-3094	Political Scientists	Study the origin, development, and operation of political systems. May study topics, such as public opinion, political decision–making, and ideology. May analyze the structure and operation of governments, as well as various political entities.



House Officer Job Function	House Officer Job Function Description	SOC Code	SOC Title	SOC Code Definition
				May conduct public opinion surveys, analyze election results, or analyze public documents. Excludes "Survey Researchers" (19-3022).
Security	Maintains a safe and secure environment; protects staff and property from any preventable harm or danger; engages in patrolling, investigation, crime prevention, and detection.	33-9032	Security Guards	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Police Officers" (33-3050) and "Transportation Security Screeners" (33-9093).
Staff Director/Deputy Staff Director	Manages office work and staff; organizes hearings; directs investigations; coordinates the development of legislation; serves as liaison to other offices; and coordinates all staff activities.	11-1021	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.
		11–1011	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.